NAME OF ORGANIZATION: Environment and Climate Change Canada (ECCC) NOM DE L'ORGANISATION: Environnement et changement climatique Canada (ECCC)

A-2016-01679

											Private									Total	Travel
Names	TAN	Departure Dates	Arrival Dates	Description	Plane	-	Other transport	ation	Hot	el	Accommodation	Incid	ental	Break	ast	Lunch	Dinner	C	Others	Costs	5
1 MCKENNA, Catherine	AMC476868	December 3, 2016	December 8, 2016	To meet key stakeholders in China	1	,407.52	\$		\$	823.32	\$ -	\$	-	\$	-	\$ -	\$ 63	.59	\$ -	\$	10,294.4
2 RAYNOLDS, Marlo	AMC441836	December 5, 2016	December 6, 2016	To meet with key stakeholders in Fredericton	\$	748.63	\$	103.22	\$	141.45	\$ -	\$		\$		\$ -	\$ 45	.55	\$ -	\$	1,038.85
3 TSAI-KLASSEN, Frederique	AMC440776	December 3, 2016	December 8, 2016	To accompany the Minister in China	\$ 8	3,157.52	\$	_	\$_	807.64	\$ -	\$		\$	-	\$ -	\$ 63	.59	\$ -	\$	9,028.7
4 WILKINSON, Jonathan	AMC440315	December 5, 2016	December 5, 2016	To attend the Assembly of First Nations - Ottawa	\$	-	\$	24.00	\$	-	\$ -	\$	-	\$	-	\$ -	\$	<u>- !</u>	\$ -	\$	24.00
					\$ 18	3,313.67	\$	127.22	\$:	1,772.41	\$ -	\$	-	\$	-	\$ -	\$ 172	.73	\$ -	\$	20,386.0

Expense Report Statement

Expense	Report	Name:	To mee	t with ke	v stakeholders	in China	 December 2 	016
	INDUCE	I TUILIO.		C AAIGI 11C	Y SIGNOTION		- December 2	

Treveller Name:

Catherine McKenna

TIN:

Prepared By:

Amanda Herault

Policy Module:

M4 - International - Overnight Stay

Trip Purpose:

Key Stakeholder Engagement -

Meetings

Other Trip Purpose:

Travel Request Name:

China - December 2016

Travel Start Date:

03/12/2016

Travel End Date:

08/12/2016

ER Approval Status:

Approvai Required

Primary Location:

Secondary Location:

Online TAN:

AMC476868

Fiscal Year:

2016-2017

Travel Outside Default

Division:

Vendor Code:

Event:

Comments:

Expense Report Summary

Expense Summary

Total allocated expenses: 10,294.43

(Mlnus) Total non-reimbursable expenses: 9,407.52

Total reimbursable expenses: 886.91

Total due travelier: 886.91

Non-Reimbursable Expenses

Foreign

Expense Type Date **Amount Tax Amount Amount**

Expense Type	Date		Amount	Tax Amount	Amount
5) Commercial Air	24/11/2016	51497 - 285100 - 0070 - PBJ2 - 2001			9,407.52
Manual Prepaid					9,407.52
Air Canada					
Air Canada and Air Chin	na				
		Т	otal non-reimbursable	expenses (CAD)	9,407.52

Reimbursable Expenses

Expense Type	Date		Foreign Amount Tax Amount	Amount
16) Commercial Accommodation	08/12/2016	51497 - 285100 - 0070 - PBJ2 - 2001		364.41
Shangri-La Hotels And Resorts			1,895.99 (CNY)	364.41
16) Commercial	06/12/2016	51497 - 285100 - 0070 - PBJ2 - 2001		247.70
Accommodation			1,283.42	247.70
Kempinskl International Hotels			(CNY)	
16) Commercial Accommodation	05/12/2016	51497 - 285100 - 0070 - PBJ2 - 2001		211.21
			1,094.92 (CNY)	211.21
Mandarin Oriental Hotels			(GNT)	
2) Allowance: Meals,	06/12/2016	51497 - 285100 - 0070 - PBJ2 - 2001		63.59
Incidentals & Private Accommodation			329.48	63.59
			(CNY)	
			Total reimbursable expenses (CAD)	886.91

Tax Coding Summary

Financial Coding Summary

Total Total Financial Coding Excl. Tax Incl. Tax

Financial Coding

51497 - 285100 - 0070 - PBJ2 - 2001 - -

10,294.43 10,294.43

Approval History

Date And Time

Approver

Approval Status

Comment

20/12/2016 11:15:59

Myriam Montreuil

Approved

Signatures

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

Traveller Name

Catherine McKenna

Submit Date

16/12/2016

Signature

Submitted on behalf of the Traveller.

Deiegate Name

Amanda Herault

Submit Date

16/12/2016

Signature

Recommender Name

Myriam Montreuil

Recommended Date

20/12/2016

Certified pursuant to section 34 of the Financial Administration Act.

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

Approver Name	Marlo Raynolds
Approval Date	DEC 2 1 2016
Signature	9/1/
Processor Name	
Processed Date	

Travel Request

Travel Request Name: China - December 2016

Traveller Name:

Catherine McKenna

TIN:

Prepared By:

Amanda Herault

Policy Module:

M4 - International - Overnight Stay

Trip Purpose:

Key Stakeholder Engagement -

Meetings

Other Trip Purpose:

Aiternative To Travei:

Personal attendance required

Travei Start Date:

03/12/2016

Travei End Date:

08/12/2016

Approvai Status:

Approved

Primary Location:

Secondary Location:

Online TAN:

AMC476868

Fiscai Year:

2016-2017

Travei Outside Defauit

Division:

N

Bianket Travel Authority No

Applied:

Vendor Code:

Custom Field 1:

Custom Field 2:

Custom Field 3:

Custom Field 4:

Custom Field 5:

Event:

Comments:

China - December 2016

Travel Request Summary

Expense Summary

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Total non-reimbureable expenses: 0.00

Total reimbursable expenses: 1,135.02

1,135.02

Advance Summary

Travel advance: 0.00

Reimbursable Expenses

Expense Type		Amount
16) Commercial Accommodation	51497 - 285100 - 0070 - PBJ2 - 2001	1,000.00
Other		
Allowance: Meals, Incidentals & Private Accommodation	51497 - 285100 - 0070 - PBJ2 - 2001	135.02

Total reimbursable expenses 1,135.02

Financial Coding Summary

Tota Financial Coding Excl. Ta	
51497 - 285100 - 0070 - PBJ2 - 2001 1,135.0	2 1,135.02

Approval History

Date And Time	Approver	Approval Status	Comment
16/12/2016 11:49:51	Marlo Raynolds	Approved	

Itinerary Details

PNR:

Trip Status: Quoted

Travelier Type:

Minister

Primary Trip Purpose:

Key Stakeholder Engagement -

Meetings

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Total Itinerary Cost (CAD) 0.00

Signatures

I have access to the Treasury Board Travel Policy (internal policy for separate employers) and accept the terms and conditions of travel that are in accordance with current policy.

Traveller Name

Catherine McKenna

Submit Date

16/12/2016

Signature

Submitted on behalf of the Traveller.

Delegate Name

Amanda Herault

Submit Date

16/12/2016

Signature

Certified pursuant to section 32 of the Financial Administration Act.

Approver Name

Marlo Raynolds

Approval Date

16/12/2016

Document Released Under the Access to McCORD TRAVEL MANAGEMENT Document divulgué en vertu

de la Loi sur l'accès à l'information.

Invoice

HON. CATHERINE MCKENNA

MIN. OF ENVIRONMENT & CLIMATE CHANGE 200 SACR-COEUR 21ME ETAGE MINISTER

SUITE

GATINEAU, QC K1A 0H3

CANADA

Passenger(s) MCKENNA/CATHERINE MARY MS

Invoice No: 485461 Invoice Date: 24 Nov 2016

> Client No: Agent: PNR:

FLI	GHT INF	ORMATION						
A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERA	RY			
AC	00163	03Dec16 07:15 am	03Dec16 09:54 am	OTTAWA	INTL - VANO	COUVER INTL		
AC	00029	03Dec16 12:35 pm	04Dec16 04:00 pm	VANCOL	IVER INTL -	BEIJING CAPI	TAL	
CA	01309	04Dec16 06:00 pm	04Dec16 09:20 pm	BEIJING	CAPITAL - G	SUANGZHOU I	BAIYUN	
CA	01302	05Dec16 07:30 pm	05Dec16 10:35 pm	GUANGZHOU BAIYUN - BEIJING CAPITAL				
AC	00032	09Dec16 06:45 pm	09Dec16 06:35 pm	BEIJING	CAPITAL - T	ORONTO PEA	ARSON	
AC	00466	09Dec16 08:10 pm	09Dec16 09:16 pm	TORON	O PEARSO	N - OTTAWA IN	ITL	
REF	ERENCE	E / SALE DESCRIPTION		BASE FARE	GST/ HST	OTHER TAXES	TOTAL	
	et # 9566 RY MS	374623/24 for MCKENN	IA/CATHERINE	7,600.00	3.51	569.81	8,173.32	
		A, IATA 0065812099		79.90	4.00	0.00	83.90	

A/CATHERINE	7,600.00	3.51	569.81	8,173.32		
	79.90	4.00	0.00	83.90		
Total F	ares:			7,679.90		
Total T	Total Taxes:					
Total G	SST/HST:			7.51		
invoic Payme	e Total: ent(s):			8,257.22		
24 Nov 16 Credit	* *			8,173.32		
24 Nov 16 Credit	Card		83.90			
Total F	Payments:			8,257.22		
Baian	ce Due (CAD):			0.00		





McCORD TRAVEL MANAGEMENT Document divulgué en vertu

Invoice

HON. CATHERINE MCKENNA MIN. OF ENVIRONMENT & CLIMATE CHANGE 200 SACR-COEUR 21ME ETAGE MINISTER SUITE **GATINEAU, QC K1A 0H3**

Client No: Agent: PNR:

Invoice No: 485461

Invoice Date: 24 Nov 2016

Passenger(s) MCKENNA/CATHERINE MARY MS

+++ AIR TICKET PLUS SERVICE FEE (LOWER BUSINESS CLASS FARE) +++

+++ DATE CHANGE TRAVEL ON INVOICE 485756 +++

TKT: 014 9566 374623-624 NAME: MCKENNA/CATHERINEMARYMS CC: FF:

FOP: ISSUED: 24NOV16

PSEUDO: 2GU4 PLATING CARRIER: AC ISO: CA IATA: 67502982 USE CRIFLT CLS DATE BROOFF TIME STIF/B FARE CPN EXCH AC 163 D 03DEC YOWYVR 0715A OK DWCN 1 **NVA03JUN**

EXCH AC 29 D 03DEC YVRPEK 1235P OK DWCN 2 **NVA03JUN**

EXCH CA 1309 F 04DEC PEKCAN 0600P OK DWCN 3 **NVA03JUN**

EXCH CA 1302 F 05DEC CANPEK 0730P OK Z7KWCN **NVB05DEC NVA05DEC**

>---624----

CANADA

EXCH AC 32 Z 09DEC PEKYYZ 0645P OK Z7KWCN

NVB09DEC NVA09DEC

EXCH AC 466 D 09DEC YYZYOW 0810P OK Z7KWCN 2 NVB09DEC NVA09DEC

FARE: CAD 7600.00 TAX: 25.91 CA TAX: 3.51 RC TAX: 543.90 XT TOTAL: CAD 8173.32

REFUNDABLE-CXLFEE REFUNDABLE-

CXLFEE-CHGFEE

3DEC YOW AC X/YVR AC X/BJS CA CAN Q YOWCAN11.62M337 7.72CA BJS AC X/YTO AC YOW Q CANYOW 11.62M2409.33 1S)>77.47 NUC5887.76END ROE1.29081 XT 480.00YQ 36.90CN 27.00SQ TOUR CODE: PAC1

RLOC 1V

>

TERMS AND CONDITIONS

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price Increase is more than 7%, except Increases resulting from an Increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valld passport, (ii) required entry visa, and (iii) medical Immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.





McCORD TRAVEL MANAGEMENTDocument divulgué en vertu

de la Loi sur l'accès à l'information.

Invoice

HON. CATHERINE MCKENNA MIN. OF ENVIRONMENT & CLIMATE CHANGE 200 SACR-COEUR 21ME ETAGE MINISTER

SUITE

GATINEAU, QC K1A 0H3

CANADA

Passenger(s) MCKENNA/CATHERINE MARY MS

Invoice No: 485756 Invoice Date: 26 Nov 2016

Client No:
Agent:
PNR:

FLI	GHT INF	ORMATION						
A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL	DATE/TIME	ITINERA	RY		
AC	00163	03Dec16 07:15 am	03Dec16	09:54 am	OTTAWA	AINTL - VANO	COUVER INTL	
AC	00029	03Dec16 12:35 pm	04Dec16	04:00 pm	VANCOL	JVER INTL - I	BEIJING CAPI	TAL
CA	01309	04Dec16 06:00 pm	04Dec16	09:20 pm	BEIJING	CAPITAL - G	SUANGZHOU E	BAIYUN
CA	01302	05Dec16 07:30 pm	05Dec16	10:35 pm	GUANG:	ZHOU BAIYU	N - BEIJING C	APITAL
AC	00032	08Dec16 06:45 pm	08Dec16	06:35 pm	BEIJING	CAPITAL - T	ORONTO PEA	RSON
AC	00466	08Dec16 08:10 pm	08Dec16	09:16 pm	TORON	TO PEARSON	N - OTTAWA IN	ITL
REF	ERENCE	: / SALE DESCRIPTION	1		BASE FARE	GST/ HST	OTHER TAXES	TOTAL
	et # 9566 RY MS	374780/81 for MCKENN	NA/CATHERI	INE	900.00	0.00	0.30	900.30
				Total Fares:				900.00
				Total Taxes:				0.30
				Penalties:				250.00
				Invoice Tota Payment(s):				1,150.30

26 Nov 16 Credit Card

Total Payments:

Balance Due (CAD):





1,150.30

1,150.30

0.00

s.16(2), s.19(1) Document Released Under the Access to

McCORD TRAVEL MANAGEMENT Document divulgué en vertu de la Loi sur l'accès à l'information.

Invoice

HON. CATHERINE MCKENNA

MIN. OF ENVIRONMENT & CLIMATE CHANGE 200 SACR-COEUR 21ME ETAGE MINISTER

SUITE

GATINEAU, QC K1A 0H3

CANADA

Invoice No: 485756
Invoice Date: 26 Nov 2016

Client No: Agent: PNR:

Passenger(s) MCKENNA/CATHERINE MARY MS

+++ DATE CHANGE FROM INVOICE 485461 +++

+++ 250.00 CHANGE FEE PLUS 900.30 ADDITIONAL COLLECTION DUE TO FARE DIFFERENCE +++

TKT: 014 9566 374780-781 NAME: MCKENNA/CATHERINEMARYMS

CC:

FF:

ISSUED: 26NOV16 F

PSEUDO: 2GU4 PLATING CARRIER: AC ISO: CA IATA: 67502982
USE CR FLT CLS DATE BRDOFF TIME ST F/B FARE CPN
USED AC 163 D 03DEC YOWYVR 0715A OK DWCN 1
USED AC 29 D 03DEC YVRPEK 1235P OK DWCN 2
USED CA 1309 F 04DEC PEKCAN 0600P OK DWCN 3
USED CA 1302 F 05DEC CANPEK 0730P OK DXCN 4

USED AC 32 D 08DEC PEKYYZ 0645P OK DXCN 1 USED AC 466 C 08DEC YYZYOW 0810P OK DXCN 2

)>FARE: CAD 8500.00 TAX: 25.91 CA TAX: 3.51 RC

TAX: 544.20 XT TOTAL: CAD 9073.62

REFUNDABLE-CXLFEE

3DEC YOW AC X/YVR AC X/BJS CA CAN Q YOWCAN11.62M337 7.72CA BJS AC X/YTO AC YOW Q CANYOW11.62M3184.04NUC 6585.00END ROE1.29081 XT 480.00YQ 37.20CN 27.00SQ

A/C 1150.30 TOUR CODE: PAC1

EXCHANGED FOR: 0149566374623

ORIGINAL ISSUE: 0149566374623YOW24NOV1667502982

RLOC 1V

>

TERMS AND CONDITIONS

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's prochure,





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GUANGZHOU

宾客账单 Guest Folio

Minister o	atherine McKenna f Environment&Climat General of Canada	Room Arrival Departure Person(s) Folio A/C No. Confirmation No. Cashier Page	房抵离人账确收页间店店数单认银码 日日 号号员	: II1912 : 04 December 2016 : 05 December 2016 : 1 : : : EII : 1
HJØJ Date	描述 Description		(人民币) its(CNY)	消费(人民币) Charges(CNY)
04, 12 04, 12 04, 12 05, 12	Accommodation Charges Service Charge VAT		1, 050, 00	900, 51 90, 06 59, 43
		Total	1, 050, 00	1, 050, 00
		Balance	0.00	

I have received the goods and/or services in the amount shown here. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, association or credit card issuer fails to pay for any part or full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with issuer. 本人承认以上显示的账目及服务金额。如果转帐无效,本人愿通过个人、公司或信用卡承担账单所列尚未付清之最后欠款。如果转帐无效,本人愿通过个人、公司或信用卡承担账单所列尚未付清之最后欠款。如果使用信用卡付费,本人同意从本人信用卡中支付以上费用。

宾客签名 Guest Signature

广州文华东方雪昌 Mandarin Oriental, Guangzhou 中国广州天河区天河路389号 邮编510620 389 Tianhe Road, Tianhe District, Guangzhou 510620, China 电话 Telephone +86(20)3808 8888 传真 Facsimile +86(20)3808 8889 mandarinoriental.com/guangzhou s.16(2) s.19(1)

Minister Catherine Mary McKenna Canada Ministry of Environment and Climate Change of Canada Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

Kempinski Hotel

Beijing Lufthansa Center

CHINA 凯宾斯基饭店 北京燕莎中心有限公司

INFORMATION INVOICE

Folio No.

Date : 00

. 06.12.16 / 08:23

Guest

: Minister Catherine Mary McKenna

Room No. : 1614
Arrival : 05.12.16
Departure : 06.12.16
Page : 1 of 1

Cashier : Discovery No. : Frequent Fiyer No. :

Date	Description		Debit CNY	Credit CNY
05.12.16	Accommodation	**************************************	1,069.55	THE RESERVE OF THE RESERVE OF THE PROPERTY OF
05.12.16	Room Surcharge		106.96	
05.12.16	VAT 06% - Room Charge		70.59	
05.12.16 Ac	Visa (M)			1,247.10
***		Total	1,247.10	1,247.10
		Balance CNY		0.00
		VAT Breakdown		VAT CNY
		VAT 6%		70.59
		VAT 11%		0.00
		VAT 13%		0.00
		VAT 17%		0.00
Guest's S	ignature :	Total		70.59

I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part or the full amount of these charges.

Ms Catherine McKenna

AΒ

Canada

COPY OF INVOICE

Folio No.

:

Room No.

2128

Person(s) Arrival

1

20:56

Departure

06/12/16 08/12/16

14:51

Cashier No.

Page No.

1 of 1

Shangri-La Hotel Beijing

16/12/16 14:39

DATE	TEXT	REF#	TIME	DEBITS	CREDITS
					······································
06/12/16	Room Charge			771.87	
06/12/16	Service Charge			77.19	
06/12/16	Value Added Tax			50.95	
07/12/16	Room Charge			771.87	
07/12/16	Service Charge			77.19	
07/12/16	Value Added Tax			50.95	
08/12/16	CC-Pacific (Tal Ping Yang)				1,908.46
			Total	1,908.46	1,908.46
			Balance	0.00	RMB

As a Golden Circle Member, you could have earned an estimated 13 GC Award Points for this stay. Join Golden Circle now. **** 现在成为贵实金环会会员,即可凭此次入住获得约 13 分贵实金环会奖励积分。欢迎即刻加入贵实金环会。

Thank you for staying with us and we look forward to welcoming you back. We would appreciate if you could share your experience at www.tripadvisor.com

Traveler Name:	4	linis	ter	
Location:	C	linio hin	W	
Dates of travel:	- 3		_	. 2016
Meals and incidentals:	В	L	D	Incidentals
Monday 5				
Tuesday (s			X	
Wednesday 7				
Thursday &				
Friday				
Saturday 3				
Sunday 식				
Hotel receipt(s)		3		
Taxi receipts				
Miscellaneous receipts				
Traveler signature				

Please do not include meals that were provided during this trip.

Transaction Date

Posted Date

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s.19(1)



Account Details - CIBC Credit Cards

December 16, 2016 at 12:47pm Eastern time

- Set up a Minimum Payment Due Alert to receive an alert by email, text message or to your Message Centre.
- Account Services: Apply for a credit limit increase, Request a credit card balance transfer, Add a cardholder.

risa Perso	Account N	lickname View e Stater	<u>ments</u>	
Transactions	Spend Report Ale	rts Personal	Spend Manager	
You can sort your acc	count details by selecting the links at the	ne top of the table below		
Credit Avai	lable Current Balance	Payment Due Date * Dec. 21, 2016	Statement Balance * Minir	num Due †
Product Name: Statement Option: View a	Statement Date *: Last Payment: nd Edit	Nov. 27, 2016	Payment to be Posted: {	
Past Transactions - Dec. 0	5, 2016 to Dec. 10, 2016		 	
Transactions (Hover or	er each bar to see that day's transact	ions)	Debit	Credit
\$1,000				\$1,000
\$500				\$500
\$0				\$0
\$500				\$500
\$1,000	h Fr Sa Su Mo Tu We Th Fr	Sa Su Mo Tu We T	h Fr Sa Su Mo Tu We Th F	, \$1,000
13 14 15 16 1	7 18 19 20 21 22 23 24 25 November	26 27 28 29 30 1	1 2 3 4 5 6 7 8 9 December	10

Transaction Details

Credit

Debit

s.19(1) Online Banking

Chara

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Transaction Date	Posted Date	Transaction Details	<u>Debit</u>	Credit
Dec. 08, 2016	Dec. 09, 2016	SHANGRI-LA HOTEL BEIJING BEIJING	*\$386 ,35;	
Dec. 06, 2016	Dec. 07, 2016	Kempinski Hotel Beijing L BEIJING 1247.10 CNY @ .198620	\$247470:	
Dec. 05, 2016	Dec. 06, 2016	TAIKOO HUI (GZ) DEVELOPME GUANGZHOU	**211-21***	
1			1	
	,	•	•	
		· ·		
		The second of th		

The icons indicate the spend category for each of the transactions. Spend categories are assigned based on where the goods or services were purchased.

To view the transaction totals for each spend category, select "Spend Report".

- · Personal & Household Expenses
- · Retail and Grocery
- · Hotels, Entertainment, and Recreation
- · Home & Office Improvement
- · Cash Advances and Balance Transfers
- Other Transactions

- · Professional and Financial Services
- Transportation
- Restaurants
- · Health & Education
- · Foreign Currency Transactions

⁺ As of the last statement date.

VISA is a trademark owned by VISA Int./CIBC Lic. User MasterCard is a registered trademark of MasterCard International Incorporated

> View Linked Transactions Out of Pocket Expenses Copy

Out of	Pocket	Expenses:	Details
Out Oi	I OCKEL	LADOI ISOS.	DCIGII

Out of Pocket Expense: 06/12/2016

Amount:

\$0 00 CAD (Original Amount ¥0 00 CNY)

Meals and incidentals

er on the state of			
Expenses	Coding	Approval	Summary

2) Allowance: Meals, Incidentals & Private Accommodation

This expense type relates to the cost of meals, incidentals and nights with private accommodation for up to 30 days in a single location. Use this to estimate costs on travel requests, or to record the actual out of pocket expense amount on expense reports. One form covers allowances for up to 10 unique destinations in a single trip. If your trip covers more than 10 unique destinations, add another instance of this expense type after you have saved this entry. Use the 2a) Allowance: Meals, Incidentals & Private Accommodation (Extended) expense type to record costs from the 31st day of travel onwards in a single location.

Enter the date range of travel.

Start Date		End Date		
03/12/2016		08/12/2016		

Select the meals/incidentals/accommodation allowances you want to claim and click Calculate Allowances.

Date	Country / Location	Breakfast	Lunch	Dinner	Incidentals	Priv Acc
03/12/2016	China - Beijing					
04/12/2016	China - Beijing					
05/12/2016	China - Beijing					
06/12/2016	China - Beijing			abla		
07/12/2016	China - Beijing	0				
08/12/2016	China - Beijing					

Calculate Allowances

Summary

<

Country	Location	Meals	Incidentals	Private Accommodation
China	Beijing	63.59	0.00	0.00

Relevé - Rapport sur les dépenses

Nom du rapport de dépenses: To meet with key stakeholders in China - December 2016

Nom du voyageur:

Catherine McKenna

NIV:

Préparé par: Amanda Herault

Module Politique: M4 : International - avec nuitée

Motif du voyage: Engagement principal des parties -

Réunions

Autre objet du voyage:

Nom de la demande de

China - December 2016

voyage:

Date de début du

03/12/2016

déplacement:

Date de fin du

08/12/2016

déplacement:

État d'autorisation du rapport de dépenses:

Autorisation requise

Emplacement principal:

Emplacement secondaire:

NAV en ligne: AMC476868

Fiscal Year: 2016-2017

Travel Outside Default

Division:

Code fournisseur:

Événement:

Commentaires:

Rapport récapitulatif des dépenses

Résumé du rapport de dépenses

Total des dépenses attribuées : 10,294.43

(Moins) Total des dépenses non remboursables : 9,407.52

Total des dépenses remboursables : 886.91

Montant total dû voyageur : 886.91

Dépenses non remboursables

		Montant en devise Montant de la	
Type de dépenses	Date	étrangère taxe	Montant
5) Avion commercial	24/11/2016	51497 - 285100 - 0070 - PBJ2 - 2001	9,407.52
Manual Prepaid			9,407.52
Air Canada			
Air Canada and Air China	a		
		Total des dépenses non remboursables (CAD)	9,407.52

Dépenses remboursables

Type de dépenses	Date		Montant en devise étrangère	Montant de la taxe	Montant
16) Hébergement commercial Shangri-La Hotels And Resorts	08/12/2016	51497 - 285100 - 0070 - PBJ2 - 2001	1,895.99 (CNY)		364.41 364.41
16) Hébergement commercial Kempinski International Hotels	06/12/2016	51497 - 285100 - 0070 - PBJ2 - 2001	1,283.42 (CNY)		247.70
16) Hébergement commercial Mandarin Oriental Hotels	05/12/2016	51497 - 285100 - 0070 - PBJ2 - 2001	1,094.92 (CNY)		211.21
2) Indemnités pour hébergement, repas et frais accessoires	06/12/2016	51497 - 285100 - 0070 - PBJ2 - 2001	329.48 (CNY)		63.59

Récapitulatif codes de taxes

Résumé des codes financiers

886.91

Total des dépenses remboursables (CAD)

		Total HT	Total
Codes financiers	4	Тахе	TTC Taxe
51497 - 285100 - 0070 - PBJ2 - 2001		10,294.43	10,294.43

Historique d'autorisation

Date et heure	Approbateur	État d´autorisation	Commentaire
21/12/2016 13:35:33	Marlo Raynolds	Autorisé(e)	
20/12/2016 11:15:59	Myriam Montreuil	Autorisé(e)	

Signatures

Je certifie que les montants faisant l'objet de cette réclamation constituent des dépenses entrainées par des voyages pour affaires officielles.

Nom du voyageur Catherine McKenna

Date de soumission 16/12/2016

Signature

Soumis au nom du voyageur.

Nom du délégué Amanda Herault

Date de soumission 16/12/2016

Signature

Nom de l'émetteur de la Myriam Montreuil recommandation

Date recommandée 20/12/2016

Expense Report Statement

Expense Re	port Name:	To meet wit	h key	stakeholders	in Fred	ericton -	Decembe	r 20	16
				~~~		000			

**Traveller Name:** 

Marlo Raynolds

TIN:

Prepared By:

Amanda Herault

**Policy Module:** 

M3D - Domestic - Overnight Stay

Trip Purpose:

Key Stakeholder Engagement -

Meetings

Other Trip Purpose:

Travel Request Name:

Fredericton - December 2016

**Travel Start Date:** 

05/12/2016

Travel End Date:

06/12/2016

**ER Approval Status:** 

Approval Required

**Primary Location:** 

Secondary Location:

Online TAN:

AMC441836

Fiscal Year:

2016-2017

N

**Travel Outside Default** 

Division:

**Vendor Code:** 

Event:

Comments:

#### **Expense Report Summary**

**Expense Summary** 

Total allocated expenses: 1,038.85

(Minus) Total non-reimbursable expenses : 748.63

Total reimbursable expenses : 290.22

Total due traveller : 290.22

Non-Reimbursable Expenses

Expense Type Date Foreign

Expense Type Date Amount Tax Amount Amount

Expense Type	Date		Foreign Amount	Tax Amount	Amount
5) Commercial Air	02/12/2016	51496 - 282202 - 0070 - PBJ2 - 2001			748.63
Manual Prepaid					748.63
Air Canada					
		Tot	al non-reimbursat	ole expenses (CAD)	748.63
Reimbursabie Expe	nses				
Expense Type	Date		Foreign Amount	Tax Amount	Amount
11) Taxi	06/12/2016	51496 - 282202 - 0070 - PBJ2 - 2001 10600 - 0070 - 0000 8050		ON*HST 4.09	34.10
					38.19
From airport to home					
11) Taxi	05/12/2016	51496 - 282202 - 0070 - PBJ2 - 2001 10600 - 0070 - 0000 8050		ON*HST 4.29	35.74
					40.03
From home to airport					
11) Taxi	06/12/2016	51496 - 282202 - 0070 - PBJ2 - 2001		NB*HST 3.07	21.93
From the hotel to the all	mort				25.00
		54.406 303300 0070 DD 10 3004			124.08
16) Commercial Accommodation	00/12/2016	51496 - 282202 - 0070 - PBJ2 - 2001		NB*HST 17.37	
Crowne Plaza					141.45
2) Allowance: Meais,	06/12/2016	51496 - 282202 - 0070 - PBJ2 - 2001			39.61
Incidentals & Private Accommodation				NB#H 5.94	45.55
			Total reimbursal	ole expenses (CAD)	290.22
Tax Coding Summa	ry				
HST					Total Amount
					34.76

#### Financial Coding Summary

 Financial Coding
 Total Excl. Tax
 Total incl. Tax

 51496 - 282202 - 0070 - PBJ2 - 2001 - 1,004.09
 1,038.85

### **Approval History**

Date And Time	Approver	Approval Status	Comment
15/12/2016 16:01:08	Myriam Montreull	Approved	

#### Signatures

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

Traveller Name Marlo Raynolds

Submit Date 15/12/2016

Signature

Submitted on behalf of the Traveller.

Delegate Name Amanda Herault

**Submit Date** 15/12/2016

Recommender Name

Recommended Date 15/12/2016

Myriam Montreuil

Signature

Certified pursuant to section 34 of the Financial Administration Act.

Approver Name	Catherine McKenna
Approval Date	DEC 2 1 2016
Signature	Conje
Processor Name	
Processed Date	

# Travel Request

Travel Request Name: Fredericton - December 2016

Traveller Name:

Mario Raynoids

TIN:

Prepared By:

Amanda Herault

**Policy Module:** 

M3D - Domestic - Overnight Stay

Trip Purpose:

Key Stakeholder Engagement -

Meetings

Other Trip Purpose:

**Alternative To Travei:** 

Personal attendance required

Travei Start Date:

05/12/2016

Travel End Date:

06/12/2016

**Approvai Status:** 

Approved

**Primary Location:** 

Secondary Location:

**Online TAN:** 

AMC441836

Fiscal Year:

2016-2017

**Travei Outside Defauit** 

Division:

N

Bianket Travel Authority No

Applied:

**Vendor Code:** 

**Custom Field 1:** 

**Custom Field 2:** 

**Custom Field 3:** 

**Custom Field 4:** 

**Custom Field 5:** 

Event:

Comments:

Fredericton - December 2016

**Travel Request Summary** 

**Expense Summary** 

Total non-reimbursable expenses:

0.00

Total reimbursable expenses:

320.55

320.55

**Advance Summary** 

Travel advance:

0.00

### Reimbursable Expenses

Expense Type			Amount
11) Taxi	51496 - 282202 - 0070 - PBJ2 - 2001		125.00
16) Commercial Accommodation	51496 - 282202 - 0070 - PBJ2 - 2001		150.00
Crowne Plaza			
Allowance: Meals, Incidentals &     Private Accommodation	51496 - 282202 - 0070 - PBJ2 - 2001		45.55
		Total reimbursable expenses	320.55

## **Financial Coding Summary**

Financial Coding	Total Excl. Tax	Total Incl. Tax
51496 - 282202 - 0070 - PBJ2 - 2001	320.55	320.55

## **Approval History**

Date And Time	Approver	Approval Status	Comment
15/12/2016 14:34:59	Catherine McKenna	Approved	

### **Itinerary Details**

0		D.
_	N	м.

Trip Status:

Quoted

Traveller Type:

Minister's Exempt Staff

**Primary Trip Purpose:** 

Key Stakeholder Engagement -

Meetings

Total Itinerary Cost (CAD) 0.00

#### **Signatures**

I have access to the Treasury Board Travel Policy (internal policy for separate employers) and accept the terms and conditions of travel that are in accordance with current policy.

**Traveller Name** 

Marlo Raynolds

**Submit Date** 

15/12/2016

Signature

Submitted on behalf of the Traveller.

**Delegate Name** 

Amanda Herault

**Submit Date** 

15/12/2016

Signature

Certified pursuant to section 32 of the Financial Administration Act.

**Approver Name** 

Catherine McKenna

**Approval Date** 

15/12/2016

# McCORD TRAVEL MANAGEMENT Coès à l'information.

# Invoice

HON. CATHERINE MCKENNA MIN. OF ENVIRONMENT & CLIMATE CHANGE 200 SACR-COEUR 21ME ETAGE MINISTER

SUITE

GATINEAU, QC K1A 0H3

**CANADA** 

Passenger(s) RAYNOLDS/MARLO

Invoice No: 486542 Invoice Date: 2 Dec 2016

> Client No: Agent: PNR:

MR

#### FLIGHT INFORMATION

<b>A/L</b>	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
AC	08798	05Dec16 07:50 pm	05Dec16 10:30 pm	OTTAWA INTL - FREDERICTON MUNICIPAL
AC	08507	06Dec16 06:50 pm	06Dec16 07:05 pm	FREDERICTON MUNICIPAL - MONTREAL DORV
AC	08985	06Dec16 09:00 pm	06Dec16 09:40 pm	MONTREAL DORVAL - OTTAWA INTL

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
AIR CANADA 2170568866	525.00	76.09	57.25	658.34
BSP CANADA, IATA 0065815174	79.90	10.39	0.00	90.29
	Total Fares:			604.90
	Total Taxes:			57.25
	Total GST/HST:			86.48
	Invoice Total: Payment(s):			748.63
02 E	Dec 16 Credit Card			658.34
02 E	ec 16 Credit Card			90.29
	Total Payments:			748.63
	Balance Due (CAD):			0.00

+++ AIR TICKET PLUS SERVICE FEE (FLEX ECONOMY CLASS FARE) +++

NAME: RAYNOLDS/MARLO MR TKT: 014 21 70568866 4

REF:

CP CR FLT CL DATE BRD OFF TIME ST FARE BASIS BGA CPST 1. AC 8798 W 05DEC16 YOW YFC 1950 OK W0ZTPB 1PC USED 2. X AC 8507 W 06DEC16 YFC YUL 1850 OK W0WTPB 1PC USED 3. AC 8985 W 06DEC16 YUL YOW 2100 OK W0WTPB 1PC USED

NVB:1/05DEC16 2/06DEC16 3/06DEC16 4/ NVA:1/05DEC16 2/06DEC16 3/06DEC16 4/ FR: CAD 525.00 TX: CA 14.25 TX: RC 76.09

TX: SQ 43.00

EQ:

TL: CAD 658.34 **FARE CALCULATION** 

05DEC16YOW AC YFC Q18.00R250.00AC X/YMQ Q18.00AC YOW

R239.00CAD525.00 END ROE1.00

FOP: APC: 155930

FOP:

END: AC ONLY/NON-REF/CHGE FEE -BG:AC

62990476/02DEC16/YWGAWAC / WW

WINNIPEG /CANADA





# McCORD TRAVEL MANAGEMENT

# Invoice

HON. CATHERINE MCKENNA MIN. OF ENVIRONMENT & CLIMATE CHANGE 200 SACR-COEUR 21ME ETAGE MINISTER SUITE GATINEAU, QC K1A 0H3 CANADA

Passenger(s) RAYNOLDS/MARLO

Invoice No: 486542 Invoice Date: 2 Dec 2016

Client No: Agent: PNR:

#### **TERMS AND CONDITIONS**

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.

MR







12-06-16

Marlo Raynolds Folio No. Room No. : 315 A/R Number Arrival : 12-05-16 **Group Code** Departure : 12-06-16 Company : Government Conf. No. : ( Membership No. : Rate Code: Invoice No. Page No. : 1 of 1

Date		Description		Charges	Credits
12-05-16	*Accommodation			123.00	
12-05-16	HST Tax			18.45	
12-05-16	Visa				141.45
			Total	141.45	141.45
			Balance	0.00	

Guest S	ig	nature:	 					

I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Crowne Plaza Fredericton Lord Beaverbrook Hotel 659 Queen Street Fredericton, NB E3B 1C3 Telephone: (506) 455-3371 Fax: (506) 455-1441 HST# 863 776 738

# Our Rapid Check-Out Service is provided to make your departure as fast and as easy as possible.

Enclosed is your hotel bill reflecting charges made to your credit card as of 3 a.m.

Charges incurred after 3 a.m. will be added to your hotel bill and will also be charged to your credit card later today.

If your departure changes, please contact the front desk.

Please leave your room key in your room or at the front desk.

If you have questions concerning your account please feel free to stop at the front desk.



# Notre service de départ rapide vous est offert pour faciliter et accélérer votre départ.

Vous trouverez ci-joint votre note d'hôtel, qui reflète les frais portés à votre carte de crédit avant 3 heures du matin.

Les frais engagés après 3 heures du matin seront facturés sur votre note d'hôtel et seront également portés à votre carte de crédit plus tard aujourd'hui.

Si vous reportez votre départ, veuillez en aviser la réception.

Veuillez la sser votre clé dans la chambre ou à la réception.

Si vous avez des questions au sujet de votre compte, nous vous invitons à visiter la réception.



659 Queen Street Fredericton, NB E3B 1C3 1.866.444.1946 www.cpfredericton.com



#### Reservations:

1.866.444.1946 506.455.3371 reservations@cpfredericton.com

Follow us at CrownePlazaFTON





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FREDERICTON LORD BEAVERBROOK

ROOM#___315__





> BLUE LINE TAXI (613) 238 1111

TERMINAL IOMERCHANT IDVEHICLE IDCRIVER IO	324 -300 934 4325621A 1388
IRIP NUMBER: PASSENGERS:	дь 31 1
12/06/2016 START: 21:44	END. 21.45
LARE AMOUNT	§ 33 21
TIP AMOUNT.	\$ 4.96
TOTAL : \$	38.19
VISA SALE :	
APPROVAL NUMBER :	Ø57212
***PASSENGER	COPY***
CUSTOMER SERVICE 1-80 INUUIRY®TAXITAE	



BLUE LINE TAXI (613) 238 - 1111

Merchant ID: 4325711A

Oriver Ili:

Record Num.: 0002

Sale

Application Tabel: VISA (REDIF

AID: A0000000031010

VISA

Amount: \$ 34.81 Tip: \$ 5.22

Entry Method: Chip

Total: CAD\$ 40.03

2016/12/05 18:34:29 Resp Code: 00

TYSP CODE: 00 TYR. HUSBULBOOD TST: 7800

Inv#: 001017 Appr Code: 028480
Apprvd: Online Batch#: 000781
IRN kef #: 586340848697930
Validation Code: JCG8

d SCRIPTION:

Location.	Marlo Fordenti					
Dates of travels:	Dec 1					
Meals and Incidentals:	В	L	D	Inc.		
Monday 5						
Tuesday 💪			V			
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
Hotel receipt(s)		V				
Taxi receipts		V				
Miscellanious receipts						
Traveler Signature				$\overline{}$		

Please do not include meals that were provided during this trip

#### Transaction

Out of Pock	ket Expenses	: Details				Out	View Linked Trans of Pocket Expense	
Out of Pocket Ex Amount: Neals and Incide	pense: 06/12/2016 \$0 00 CAD entals							
Expenses	Coding	Approval	Summary					
2) Allowanc	e: Meals, Inciden	ntals & Privat	e Accommodati	ion				
Use this to esti allowances for this expense ty	ype relates to the co- imate costs on travel up to 10 unique desi /pe after you have sa to record costs from t	requests, or to tinations in a sin aved this entry. I	record the actual ou gie trip. If your trip o Jse the 2a) Allowan	at of pocket expensioners more than ece: Meals, Incide	ise amount on 10 unique des	expense repositions, add	orts. One form cover another instance	ers
Enter the date	range of travel.							
Start Date	End Da	ite						
05/12/2016	06/12/	2016	1					
Select the mea	als/incidentals/accom	modation allow	ances you want to c	laim and click Cal	culate Allowa	nces.		
Date	Country / Locat	tion		Breakfast	Lunch	Dinner	Incidentals	Priva Acco
05/12/2016	Canada - New	Brunswick						
06/12/2016	Canada - New	Brunswick				Ø		
Calculate Ai	ilowances							
Summary								
Country	Location	Meals	incidentals Priva	ate Accommodat	ion			

https://sts-svp.spendvision.com/main/transaction_l.asp?transaction_ref=C1120161215buj... 15/12/2016

>

Cancel

# Relevé - Rapport sur les dépenses

Nom du rapport de dépenses: To meet with key stakeholders in Fredericton - December 2016

Nom du voyageur:

Marlo Raynolds

NIV:

Préparé par:

Amanda Herault

**Module Politique:** 

M3D : Domestique - avec nuitée

Motif du voyage:

Engagement principal des parties -

Réunions

Autre objet du voyage:

Nom de la demande de

Fredericton - December 2016

voyage:

Date de début du

déplacement:

05/12/2016

Date de fin du

06/12/2016

déplacement:

État d'autorisation du

rapport de dépenses:

Autorisation requise

**Emplacement principal:** 

Emplacement secondaire:

NAV en ligne:

AMC441836

Fiscal Year:

2016-2017

Ν

**Travel Outside Default** 

Division:

Code fournisseur:

Événement:

Commentaires:

#### Rapport récapitulatif des dépenses

Résumé du rapport de dépenses

Total des dépenses attribuées : 1,038.85

(Moins) Total des dépenses non remboursables :

Total des dépenses remboursables : 290.22

Montant total dû voyageur : 290.22

Dépenses non remboursables

748.63

ontant
ontant
748.63
748.63
0.00
748.63

## Dépenses remboursables

Type de dépenses	Date		Montant en devise étrangère	Montan	it de la taxe	Montant
11) Taxi	06/12/2016	51496 - 282202 - 0070 - PBJ2 - 2001 10600 - 0070 - 0000 8050		ON*TVH	4.09	34.10
From airport to home  11) Taxi	05/12/2016	51496 - 282202 - 0070 - PBJ2 - 2001 10600 - 0070 - 0000 8050		ON*TVH	4.29	35.74
From home to airport  11) Taxi		51496 - 282202 - 0070 - PBJ2 - 2001		NB*TVH	3.07	21.93
From the hotel to the airp  16) Hébergement commercial  Crowne Plaza	oort 06/12/2016	51496 - 282202 - 0070 - PBJ2 - 2001		NB*TVH	17.37	124.08
Indemnités pour hébergement, repas et frais accessoires	06/12/2016	51496 - 282202 - 0070 - PBJ2 - 2001		NB#T	5.94	39.61 45.55
		Total	des dépenses re	mboursables	s (CAD)	290.22

# Récapitulatif codes de taxes

TVH	montant tota
	total
•••••	34.76

#### Résumé des codes financiers

Codes financiers	Taxe	TTC Taxe
51496 - 282202 - 0070 - PBJ2 - 2001	1,004.09	1,038.85

#### Historique d'autorisation

Date et heure	Approbateur	État d'autorisation	Commentaire

#### **Signatures**

Je certifie que les montants faisant l'objet de cette réclamation constituent des dépenses entrainées par des voyages pour affaires officielles.

Nom du voyageur Marlo Raynolds

Date de soumission 15/12/2016

Signature

Soumis au nom du voyageur.

Nom du délégué Amanda Herault

Date de soumission 15/12/2016

Nom de l'émetteur de la recommandation	Myriam Montreuil
Date recommandée	
Signature	
Certifié conforme à l'article	34 de la Loi sur la gestion des finances publiques
Nom de l'approbateur	Catherine McKenna
Date d´autorisation	
Signature	
Nom de la personne responsable du traitement	
Date de traitement	

# **Expense Report Statement**

Expense Report Name: To accompany the Minister in China - December 2016

Traveller Name: Frédérique Tsai-Klassen

TIN:

Prepared By: Amanda Herault

Policy Module: M4 - International - Overnight Stay

Trip Purpose: Key Stakeholder Engagement -

Meetings

Other Trip Purpose:

Travel Request Name: China - December 2016

**Travel Start Date:** 03/12/2016

Travel End Date: 08/12/2016

ER Approval Status: Approval Required

**Primary Location:** 

Secondary Location:

Online TAN: AMC440776

Fiscal Year: 2016-2017

**Travel Outside Default** 

Division:

**Vendor Code:** 

Event:

Comments:

## **Expense Report Summary**

**Expense Summary** 

Total allocated expenses: 9,028.75

(Minus) Total non-reimbursable expenses: 8,157.52

Total reimbursable expenses : 871.23

Total due traveller : 871.23

Non-Reimbursable Expenses

Expense Type Date Foreign

Expense Type Amount Tax Amount Amount

Expense Type	Date		Amount	Tax Amount	Amount
5) Commercial Air	24/11/2016	51495 - 285100 - 0070 - PBJ2 - 2001			8,157.52
Manual Prepaid					8,157.52
Air Canada					
Air Canada and Air Chi	na				
		То	otal non-reimbursable	expenses (CAD)	8,157.52

# Reimbursable Expenses

Expense Type	Date		Foreign Amount Tax Amount	Amount
16) Commercial Accommodation	05/12/2016	51495 - 285100 - 0070 - PBJ2 - 2001		202,55
			1,050.03	202.55
Mandarin Oriental Hotels			(CNY)	
16) Commercial Accommodation	08/12/2016	51495 - 285100 - 0070 - PBJ2 - 2001		364.40
Accommodation			1,800.04	364.40
Shangri-La Hotels And Resorts			(CNY)	001.10
16) Commercial Accommodation	06/12/2016	51495 - 282202 - 0070 - PBJ2 - 2001		240.69
Accommodation			1,247.10	240.69
Kempinski International Hotels			(CNY)	240.09
2) Allowance: Meals,	06/12/2016	51495 - 285100 - 0070 - PBJ2 - 2001		63.59
Incidentals & Private Accommodation			329.48	63.59
, www.iiniiouduoii			(CNY)	65.59
			Total reimbursable expenses (CAD)	871.23

# **Tax Coding Summary**

# **Financial Coding Summary**

	Total	Total
Financial Coding	Excl. Tax	Incl. Tax

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#### Financiai Coding

51495 - 285100 - 0070 - PBJ2 - 2001 - -

8,788.06

8,788.06

51495 - 282202 - 0070 - PBJ2 - 2001 - -

240.69

240.69

#### **Approval History**

**Date And Time** 

**Approver** 

**Approval Status** 

Comment

F Bm/lea

20/12/2016 11:11:25

Myriam Montreuii

Approved

## **Signatures**

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

**Traveller Name** 

Frédérique Tsai-Klassen

**Submit Date** 

16/12/2016

Signature

Submitted on behalf of the Traveller.

**Delegate Name** 

Amanda Herault

**Submit Date** 

16/12/2016

Signature

Recommender Name

Myriam Montreuil

**Recommended Date** 

20/12/2016

Certified pursuant to section 34 of the Financial Administration Act.

Approver Name

Marlo Raynolds

Approval Date

DEC 2 1 2016

Signature

Processor Name

Processed Date

Signature

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

# Travel Request

Travel Request Name: China - December 2016

Traveller Name:

Frédérique Tsai-Klassen

TIN:

Prepared By:

Amanda Herault

**Policy Module:** 

M4 - International - Overnight Stay

Trip Purpose:

Key Stakeholder Engagement -

Meetings

Other Trip Purpose:

**Alternative To Travel:** 

Personal attendance required

**Travei Start Date:** 

03/12/2016

**Travel End Date:** 

08/12/2016

**Approval Status:** 

Approved

**Primary Location:** 

Secondary Location:

Online TAN:

AMC440776

Fiscai Year:

2016-2017

**Travel Outside Default** 

N

Division:

Blanket Travel Authority No

Applied:

Vendor Code:

**Custom Field 1:** 

Custom Fleid 2:

**Custom Field 3:** 

Custom Field 4:

Custom Field 5:

**Event:** 

Comments:

China - December 2016

**Travel Request Summary** 

#### Expense Summary

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

Total non-reimbursable expenses: 0.00

Total reimbursable expenses: 1,178.22

1,178.22

**Advance Summary** 

Travel advance: 0.00

Reimbursable Expenses

Expense Type Amount

16) Commercial Accommodation 51495 - 285100 - 0070 - PBJ2 - 2001 - - 1,000.00

Other

2) Allowance: Meals, Incidentals &

51495 - 285100 - 0070 - PBJ2 - 2001 - -

178.22

**Private Accommodation** 

Total reimbursable expenses 1,178.22

**Financial Coding Summary** 

Financial Coding Excl. Tax Incl. Tax

51495 - 285100 - 0070 - PBJ2 - 2001 - - 1,178.22 1,178.22

**Approval History** 

Date And Time Approver Approval Status Comment

16/12/2016 11:22:54 Marlo Raynolds Approved

**Itinerary Details** 

PNR:

Trip Status: Quoted

וומיטוטו ואףט.

WILLISTER & EXPLIPT STAIL

Primary Trip Purpose:

Key Stakeholder Engagement -

Meetings

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

Total Itinerary Cost (CAD) 0.00

F. Bon hlein

## **Signatures**

I have access to the Treasury Board Travel Policy (internal policy for separate employers) and accept the terms and conditions of travel that are in accordance with current policy.

**Traveller Name** 

Frédérique Tsal-Klassen

**Submit Date** 

16/12/2016

Signature

Submitted on behalf of the Traveller.

**Delegate Name** 

Amanda Herault

**Submit Date** 

16/12/2016

Signature

Certified pursuant to section 32 of the Financial Administration Act.

Approver Name

Mario Raynoids

**Approval Date** 

16/12/2016

#### <del>Information Act</del> / Document divulgue en de la Loi sur l'accès à l'information.

# Invoice

HON. CATHERINE MCKENNA MIN. OF ENVIRONMENT & CLIMATE CHANGE 200 SACR-COEUR 21ME ETAGE MINISTER

SUITE

GATINEAU, QC K1A 0H3

CANADA

Passenger(s) TSAI/FREDERIQUE MS

Invoice No: 485462 Invoice Date: 24 Nov 2016

Client No: Agent: PNR:

FLI	GHT INF	ORMATION					· · · · · · · · · · · · · · · · · · ·	
A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL	DATE/TIME	ITINERA	RY		
AC AC CA CA AC	00163 00029 01309 01302 00032	03Dec16 07:15 am 03Dec16 12:35 pm 04Dec16 06:00 pm 05Dec16 07:30 pm	03Dec16 04Dec16 04Dec16 05Dec16	04:00 pm 09:20 pm 10:35 pm	VANCOL BEIJING GUANG	JVER INTL - CAPITAL - G ZHOU BAIYU	COUVER INTL BEIJING CAPI BUANGZHOU I IN - BEIJING C	TAL BAIYUN CAPITAL
AC	00032	09Dec16 06:45 pm 09Dec16 08:10 pm	09Dec16 09Dec16	•			ORONTO PEA N - OTTAWA IN	
REF	ERENCE	E / SALE DESCRIPTION	ł		BASE FARE	GST/ HST	OTHER TAXES	TOTAL
		374625/26 for TSAI/FRI A, IATA 0065812101	EDERIQUE N	MS	6,350.00 79.90	3.51 4.00	569.81 0.00	6,923.32 83.90
				Total Fare Total Taxe Total GST	s:			6,429.90 569.81 7.51
				Invoice To Payment(				7,007.22

24 Nov 16 Credit Card 24 Nov 16 Credit Card

**Total Payments:** 

Balance Due (CAD):





6,923.32

7,007.22

83.90

0.00

INICOURD I RAYEL INIANAGEATIEAG / Document divulgué en vertu

# Invoice

HON. CATHERINE MCKENNA MIN. OF ENVIRONMENT & CLIMATE CHANGE 200 SACR-COEUR 21ME ETAGE MINISTER

SUITE GATINEAU, QC K1A 0H3 CANADA

Passenger(s) TSAI/FREDERIQUE MS

Invoice No: 485462 Invoice Date: 24 Nov 2016

Client No: Agent: PNR:

+++ AIR TICKET PLUS SERVICE FEE ( LOWER BUSINESS CLASS FARE) +++
+++ DATE CHANGE TRAVEL ON INVOCIE 485757 +++

TKT: 014 9566 374625-626 NAME: TSAI/FREDERIQUEMS

TKT: 014 9566 374625-626 NAME: TSAI/FREUERIQUEM CC: FF:

ISSUED: 24NOV16 FOP:

PSEUDO: 2GU4 PLATING CARRIER: AC ISO: CA IATA: 67502982 USE CR FLT CLS DATE BRDOFF TIME ST F/B FARE CPN EXCH AC 163 D 03DEC YOWYVR 0715A OK Z7KWCN 1 NVB03DEC NVA03DEC

EXCH AC 29 Z 03DEC YVRPEK 1235P OK Z7KWCN 2 NVB03DEC NVA03DEC

EXCH CA 1309 F 04DEC PEKCAN 0600P OK Z7KWCN 3
NVB04DEC NVA04DEC

EXCH CA 1302 F 05DEC CANPEK 0730P OK Z7KWCN NVB05DEC NVA05DEC

)> ----626----

EXCH AC 32 Z 09DEC PEKYYZ 0645P OK Z7KWCN 1
NVB09DEC NVA09DEC

EXCH AC 466 D 09DEC YYZYOW 0810P OK Z7KWCN 2
NVB09DEC NVA09DEC

FARE: CAD 6350.00 TAX: 25.91 CA TAX: 3.51 RC

TAX: 543.90 XT TOTAL: CAD 6923.32 REFUNDABLE-CXLFEE-CHGFEE

3DEC YOW AC X/YVR AC X/BJS CA CAN Q YOWCAN11.62M240 9.33CA BJS AC X/YTO AC YOW Q CANYOW11.62M2409.34 1S 77.47 NUC4919.38END ROE1.29081 XT 480.00YQ 36.90CN >> 27.00SQ

TOUR CODE: PAC1
RLOC 1V

>

#### TERMS AND CONDITIONS

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.





-Infermation Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

# Invoice

HON. CATHERINE MCKENNA

MIN. OF ENVIRONMENT & CLIMATE CHANGE 200 SACR-COEUR 21ME ETAGE MINISTER

SUITE

GATINEAU, QC K1A 0H3

**CANADA** 

AC 00032

00466

AC

Passenger(s) TSAI/FREDERIQUE MS

08Dec16 06:45 pm

08Dec16 08:10 pm

Invoice No: 485757 Invoice Date: 26 Nov 2016

**BEIJING CAPITAL - TORONTO PEARSON** TORONTO PEARSON - OTTAWA INTL

Client No: Agent:

PNR:

FLI	FLIGHT INFORMATION								
A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY					
AC	00163	03Dec16 07:15 am	03Dec16 09:54 am	OTTAWA INTL - VANCOUVER INTL					
AC	00029	03Dec16 12:35 pm	04Dec16 04:00 pm	VANCOUVER INTL - BEIJING CAPITAL					
CA	01309	04Dec16 06:00 pm	04Dec16 09:20 pm	BEIJING CAPITAL - GUANGZHOU BAIYUN					
CA	01302	05Dec16 07:30 pm	05Dec16 10:35 pm	GUANGZHOU BAIYUN - BEIJING CAPITAL					

08Dec16 06:35 pm

08Dec16 09:16 pm

REFERENCE / SALE DESCRIPTION		BASE FARE	GST/ HST	OTHER TAXES	TOTAL
Ticket # 9566374782/83 for TSAI/FREDERIQUE MS		00.00	0.00	0.30	900.30
	Total Fares:				900.00
	Total Taxes:				0.30
	Penalties:				250.00
	Invoice Total: Payment(s):				1,150.30
26 Nov 16	Credit Card				1,150.30
	<b>Total Paymen</b>	ts:			1,150.30
	Balance Due	CAD):			0.00





# Invoice

HON. CATHERINE MCKENNA MIN. OF ENVIRONMENT & CLIMATE CHANGE 200 SACR-COEUR 21ME ETAGE MINISTER SUITE

GATINEAU, QC K1A 0H3

**CANADA** 

Passenger(s) TSAI/FREDERIQUE MS

Invoice No: 485757 Invoice Date: 26 Nov 2016

> Client No: Agent: PNR:

+++ DATE CHANGE FROM INVOICE 485462 +++ +++ 250.00 CHANGE FEE PLUS 900.30 ADDITIONAL COLLECTION DUE TO FARE DIFFERENCE +++

TKT: 014 9566 374782-783 NAME: TSAI/FREDERIQUEMS CC: FF: FOP: ISSUED: 26NOV16 PSEUDO: 2GU4 PLATING CARRIER: AC ISO: CA IATA: 67502982

USE CR FLT CLS DATE BRDOFF TIME ST F/B FARE CPN USED AC 163 D 03DEC YOWYVR 0715A OK Z7KWCN **NVB03DEC NVA03DEC** 

USED AC 29 Z 03DEC YVRPEK 1235P OK Z7KWCN 2 **NVB03DEC NVA03DEC** USED CA 1309 F 04DEC PEKCAN 0600P OK Z7KWCN 3

**NVB04DEC NVA04DEC** USED CA 1302 F 05DEC CANPEK 0730P OK DXCN

**NVA03JUN** )> ----783---USED AC 32 D 08DEC PEKYYZ 0645P OK DXCN **NVA03JUN** 

USED AC 466 C 08DEC YYZYOW 0810P OK DXCN 2 **NVA03JUN** 

FARE: CAD 7250.00 TAX: 25.91 CA TAX: 3.51 RC TAX: 544.20 XT TOTAL: CAD 7823.62 REFUNDABLE-CXLFEE-CHGFEE REFU NDABLE-CXLFEE

3DEC YOW AC X/YVR AC X/BJS CA CAN Q YOWCAN11.62M240 9.33CA BJS AC X/YTO AC YOW Q CANYOW 11.62M3184.05NUC )> 5616.62END ROE1.29081 XT 480.00YQ 37.20CN 27.00SQ

A/C 1150.30 TOUR CODE: PAC1

EXCHANGED FOR: 0149566374625

ORIGINAL ISSUE: 0149566374625YOW24NOV1667502982

RLOC 1V

#### **TERMS AND CONDITIONS**

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (I) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.





GUANGZHOU

## 宾客账单 Guest Folio

Ms. Frederio The Interna Alberta Canada	que Tsai tional CCS Knowledge Centre	Room Arrival Departure Person(s) Folio A/C No. Confirmation No. Cashier Page		: H2005 : 04 December 2016 : 05 December 2016 : 1 : : : YF : 1
Date	述 Description		(人民币) its(CNY)	消费(人民币) Charges(CNY)
04. 12 04. 12 04. 12 05. 12	Accommodation Charges Service Charge VAT		1, 050. 00	900, 51 90, 06 59, 43
		Total	1, 050. 00	1, 050, 00
		Balance	0.00	

l have received the goods and/or services in the amount shown here, I agree that my liahility for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, association or credit card issuer fails to pay for any part or full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with issuer. 本人承认以上显示的账目及服务金额。如果转帐无效,本人愿通过个人、公司或信用卡承担账单所列尚未付消之最后欠款。如果使用信用卡付费,本人同意从本人信用卡中支付以上费用。

宾客签名 Guest Signature

s.19(1)

INVOICE

Folio No.

Date

Guest

Ms Frederique Tsai Canada Department of Foreign Affairs, Trade and

Development

06.12.16 / 08:44

Ms Frederique Tsal

Kempinski Hotel Beijing Lufthansa Center

de la Loi sur l'accès à l'information.

Document Released Under the Access to

Information Act / Document divulgué en vertu

CHINA 凯宾斯基饭店 北京燕莎中心有限公司

Room No.

: 1256

Arrival

: 05,12,16

Departure

: 06.12.16

Page

: 1 of 1

Cashier

Discovery No.

Frequent Flyer No. :

Date	Description		Debit CNY	Credit CNY
05.12.16	Accommodation	a A Managament	1,069.55	
05.12.16	Room Surcharge		106.96	
05.12.16	VAT 06% - Room Charge		70.59	
06.12.16	Visa (M)	orander at		1,247.10
		Total	1,247.10	1,247.10
		Balance CNY		0.00
		VAT Breakdown		VAT CNY
		VAT 6%		70.59
		VAT 11%		0.00
		VAT 13%		0.00
		VAT 17%		0.00
Guest's S	ignature :	Total		70.59

I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part or the full amount of these charges.

50 Liangmaqiao Road Chaoyang District Beijing 100125 China

T+86 10 64653388 F+86 10 64653366 www.kempinski.com reservations.beijing@kempinski.com

Receivers Bank: China CITIC Bank Address: H.O.General Banking, Beljing, China SWIFT Code: CIBKCNBJ100 Receiver's Name: Kempinski Hotel, Beijing Lufthansa Center USD A/C: 71168-1-14-826-000001-18







Ms Frederique Tsai

ΑB

Canada

INFORMATION INVOICE

Folio No.

Room No.

2122

Person(s) Arrival

06/12/16 08/12/16

21:05

Departure

16:00

Cashier No.

Page No.

1 of 1

Shangri-La Hotel Beijing

08/12/16 14:44

DATE	TEXT	REF#	TIME	DEBITS	CREDITS
06/12/16	Room Charge			- 771.87	
06/12/16	Service Charge			77.19	
06/12/16	Value Added Tax			50.95	
07/12/16	Room Charge			771,87	
07/12/16	Service Charge			77.19	
07/12/16	Value Added Tax			50.95	
			Total	1,955.10	0.00
			Balance	1,955.10	RMB

As a Golden Circle Member, you could have earned an estimated 19 GC Award Points for this stay. Join Golden Circle now. *** 现在成为贵宾金环会会员,即可凭此次入住获得约 19 分贵宾金环会奖励积分。欢迎即刻加入贵宾金环会。

Thank you for staying with us and we look forward to welcoming you back. We would appreciate if you could share your experience at www.tripadvisor.com

Traveler Name:	上.	ISK	fi k	CLASSE
Location:	Ct	かん	<b>1</b>	
Dates of travel:	Dec	3	_ 8	,2016
Meals and incidentals:	В	L	D	Incidentals
Monday 5				
Tuesday (			X	
Wednesday チ				
Thursday 8				
Friday				
Saturday _ ろ				
Sunday 나				
Hotel receipt(s)	3			
Taxi receipts				
Miscellaneous receipts				
Traveler signature		十八	añ.	v Coo

Please do not include meals that were provided during this trip.

空通银行 BANK OF COMMUNICATIONS 房号/ROOM NO.: 2122 商户名称:北京香格里拉大饭店 MERCHANT: Shangri-la Hotel beijing 商户编号 /MER, ID: 10171 终端编号/TERM. ID: 10171347 長鉴别/CARD TYPE: VISA 卡号/CARD NO.: 有效期/EXP. DATE: **/** 交易类型/TXN TYPE: 消费(SALE) 批次号/BATCH NO.: 000145 流水号/TRACE NO.: 002907 操作员/Operator: CommUser 日期时间/DATETIME: 2016-12-08 14:46:50 参考号/REF. NO.: 634390607379 授权码/AUTH. 094459 金额/AMOUNT (RMB). 1955.10 汇率/RATE: CAD/RMB 0.2024403 Please select the trans currer the box 本币金额/Total Local Amount: RMB1955.10 [ ] 外币金额/Total Foreign Amount: CAD395.79 EMV信息/EMV INFO.: TC: OACD31DA53934CDA TVR: 8080008000 TSI: 7800 AID: A0000000031010 APPLAB: VISA CREDIT CSN: 02 ATC: 0036 备注信息(Note) 兹申明交易之最终货币系本人之 选择,并已了解此项服务 # 下组织 所提供。 I have been offered a choice of currencies for payment including RMB. understand the chosen currency is final and that this service is offered by the merchant. Reference rate is based on BOCM wholesale rate as of today.
* Mark-up on reference rate
is EE PT. TWO ZERO percent and no com/fees.

持卡人签字(CARDHOLDER SIGNATUR

View Linked Transactions

Out of Pocket Expenses: Copy

# Out of Pocket Expenses: Details

Out of Pocket Expense: 06/12/2016

Amount: Meals and incide		) 00 CAD ( Origina	al Amount ¥0	00 CNY)					
Expenses	Cod	ing 4 :e	· (val	Summary					
2) Allowand	e: Meals,	Incidentals &	Private Acc	commodatio	on				^
Use this to esti covers allowar instance of this	Imate costs noes for up to s expense to	to the cost of mea on travel requests to 10 unique destil type after you have to record costs fro	s, or to record nations in a si e saved this ei	the actual out ngle trip. If you ntry. Use the 2	of pocket expen ir trip covers mor a) Allowance: Mo	se amount on e than 10 uniceals, Incldenta	expense repo que destination	ns, add another	
Enter the date	range of tra	ivel.							
Start Date		End Date							
03/12/2016		08/12/2016							
Select the mea	als/incidenta	als/accommodation	n allowances	you want to cla	aim and click Cal	culate Allowai	nces.		
Date	Count	ry / Location			Breakfast	Lunch	Dinner	incidentals	Priv Acc
03/12/2016	China	- Beijlng					Π.		
04/12/2016	China	- Beijing							
05/12/2016	China	- Beijing							
06/12/2016	China	- Beijing					Ø		
07/12/2016	China	- Beijing							
08/12/2016	China	- Beijing							
Calculate A	Mowances								
Summary									
Country	Location	Meals	Incidentals	Private Ac	commodation				
China	Beljing	63 59	0.00		0.00				
<b>&lt;</b>							Can	in Connol	<b>,</b>

https://sts-svp.spendvision.com/main/transaction_l.asp?transaction_ref=C1120161216lfo... 16/12/2016

# Relevé - Rapport sur les dépenses

Nom du rapport de dépenses: To accompany the Minister in China - December 2016

Nom du voyageur:

Frédérique Tsai-Klassen

NIV:

Préparé par:

Amanda Herault

**Module Politique:** 

M4 : International - avec nuitée

Motif du voyage:

Engagement principal des parties -

Réunions

Autre objet du voyage:

Nom de la demande de

China - December 2016

voyage:

Date de début du

déplacement:

03/12/2016

Date de fin du

08/12/2016

déplacement:

État d'autorisation du

rapport de dépenses:

Autorisation requise

**Emplacement principal:** 

Emplacement secondaire:

NAV en ligne:

AMC440776

Fiscal Year:

2016-2017

**Travel Outside Default** 

Ν

Division:

Code fournisseur:

Événement:

Commentaires:

#### Rapport récapitulatif des dépenses

Résumé du rapport de dépenses

Total des dépenses attribuées :

Total des dépenses remboursables :

9,028.75

(Moins) Total des dépenses non remboursables :

8,157.52

Montant total dû voyageur :

871.23 871.23

Dépenses non remboursables

1

		Montant en	
		devise Montant de la	
Type de dépenses	Date	étrangère taxe	Montant
5) Avion commercial	24/11/2016	51495 - 285100 - 0070 - PBJ2 - 2001	8,157.52
Manual Prepaid			8,157.52
Air Canada			0,101.02
Air Canada and Air China			
		Total des dépenses non remboursables (CAD)	8,157.52

## Dépenses remboursables

Type de dépenses	Date		Montant en devise étrangère	Montant de la taxe	Montant
16) Hébergement commercial	05/12/2016	51495 - 285100 - 0070 - PBJ2 - 2001			202.55
Mandarin Oriental Hotels			1,050.03 (CNY)		202.55
16) Hébergement commercial	08/12/2016	51495 - 285100 - 0070 - PBJ2 - 2001			364.40
Shangri-La Hotels And Resorts			1,800.04 (CNY)		364.40
16) Hébergement	06/12/2016	51495 - 282202 - 0070 - PBJ2 - 2001			240.69
Kempinski International Hotels			1,247.10 (CNY)		240.69
2) Indemnités pour	06/12/2016	51495 - 285100 - 0070 - PBJ2 - 2001			63.59
hébergement, repas et frais accessoires			329.48 (CNY)		63.59

Total des dépenses remboursables (CAD)

# Récapitulatif codes de taxes

#### Résumé des codes financiers

871.23

Codes financiers	Total HT Taxe	Total TTC Taxe
51495 - 285100 - 0070 - PBJ2 - 2001	8,788.06	8,788.06
51495 - 282202 - 0070 - PBJ2 - 2001	240.69	240.69

## Historique d'autorisation

Date et heure	Approbateur	État d'autorisation	Commentaire
21/12/2016 13:37:17	Marlo Raynolds	Autorisé(e)	
20/12/2016 11:11:25	Myriam Montreuil	Autorisé(e)	

## **Signatures**

Je certifie que les montants faisant l'objet de cette réclamation constituent des dépenses entrainées par des voyages pour affaires officielles.

Nom du voyageur	Frédérique Tsai-Klassen
Date de soumission	16/12/2016

Signature

Soumis au nom du voyageur.

Nom du délégué Amanda Herault

Date de soumission 16/12/2016

Signature

Nom de l'émetteur de la Myriam Montreuil recommandation

Date recommandée 20/12/2016

Certifié conforme à l'article 34 de la Loi sur la gestion des finances publiques.

Nom de l'approbateur	Marlo Raynolds	
Date d'autorisation	21/12/2016	
Signature		
Nom de la personne responsable du traitement		
Date de traitement		

# **Expense Report Statement**

Expense Report Name: To attend the Assembly of First Nations - 5 December 2016

Traveller Name:

Jonathan Wilkinson

TIN:

Prepared By:

Amanda Herault

**Policy Module:** 

M1 - Within Headquarters - No

Overnight

Trip Purpose:

Other - Conferences

Other Trip Purpose:

Assembly of First Nations

Travel Request Name:

AFN Ottawa - 5 December 2016

**Travel Start Date:** 

05/12/2016

Travel End Date:

05/12/2016

**ER Approval Status:** 

Approval Required

**Primary Location:** 

Secondary Location:

Online TAN:

AMC440315

Fiscal Year:

2016-2017

**Travel Outside Default** 

N

Division:

Vendor Code:

Event:

Comments:

#### **Expense Report Summary**

**Expense Summary** 

Total allocated expenses:

24.00

Total reimbursable expenses :

24.00

Total due traveller:

24.00

Reimbursable Expenses

Expense Type	Date		Foreign Amount	Tax A	mount	Amount
11) <b>T</b> axi	05/12/2016	51496 - 282203 - 0070 - PBJ2 - 2001 10600 - 0070 - 0000 8050		ON*HST	2.57	21.43

From office to conference

000062

F T	Post.	Foreign	****	
Expense Type	Date	Amount	Tax Amount	Amount
		Total reimbursable	expenses (CAD)	24.00

#### **Tax Coding Summary**

нѕт	Total Amount
10600 - 0070 - 0000 8050	2.57

#### Financial Coding Summary

Financial Coding	lotai Excl. Tax	inci. Tax
51496 - 282203 - 0070 - PBJ2 - 20	001 21.43	24.00

#### **Approval History**

Date And Time	Approver	Approval Status	Comment
07/12/2016 10:35:24	Myriam Montreuil	Approved	

## **Signatures**

Submit Date.

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

Traveller Name Jonathan Wilkinson

Submitted on behalf of the Traveller.

Delegate Name Amanda Herault

**Submit Date** 07/12/2016

Recommender Name	Myriam Montreuil
Recommended Date	
Signature	
Certified pursuant to sect	tion 34 of the Financial Administration Act
Approver Name	Mario Raynolds
Approval Date	DEC 1 5 2016
Signature	Alon
Processor Name	Myriam Montreuil
Processed Date	07/12/2016
Signature	

# **Travel Request**

Travel Request Name: AFN Ottawa - 5 December 2016

Travelier Name:

Jonathan Wilkinson

TIN:

Prepared By:

Amanda Herault

Policy Module:

M1 - Within Headquarters - No

Overnight

Trip Purpose:

Other - Conferences

Other Trip Purpose:

Assembly of First Nations

Alternative To Travel:

Personal attendance required

Travel Start Date:

05/12/2016

Travel End Date:

05/12/2016

**Approval Status:** 

Approved

**Primary Location:** 

Secondary Location:

Online TAN:

AMC440315

Fiscal Year:

2016-2017

**Travel Outside Defauit** 

Division:

Blanket Travel Authority No Applied:

Vendor Code:

**Custom Field 1:** 

Custom Field 2:

Custom Field 3:

Custom Field 4:

Custom Field 5:

Event:

Comments:

AFN Ottawa - 5 December 2016

Travel Request Summary

**Expense Summary** 

Total non-reimbursable expenses:

0.00

Total reimbursable expenses:

24.00 **24.00** 

**Advance Summary** 

Travel advance:

0.00

Reimbursable Expenses

Expense Type Amount

11) Taxi 51496 - 282203 - 0070 - PBJ2 - 2001 - - 24.00

Total reimbursable expenses 24.00

**Financial Coding Summary** 

Financial Coding Total Total Excl. Tax Incl. Tax

51496 - 282203 - 0070 - PBJ2 - 2001 - - 24.00 24.00

**Approval History** 

Date And Time Approver Approval Status Comment

07/12/2016 10:23:01 Mario Raynolds Approved

**Itinerary Details** 

PNR:

Trip Status: Quoted

Traveller Type: Minister's Exempt Staff

Primary Trip Purpose: Other - Conferences

Total Itinerary Cost (CAD) 0.00

#### **Signatures**

I have access to the Treasury Board Travel Policy (internal policy for separate employers) and accept the terms and conditions of travel that are in accordance with current policy.

Traveller Name

Jonathan Wilkinson

**Submit Date** 

07/12/2016

Signature

Submitted on behalf of the Traveller.

Delegate Name

Amanda Herault

**Submit Date** 

07/12/2018

Signature

Certified pursuant to section 32 of the Financial Administration Act.

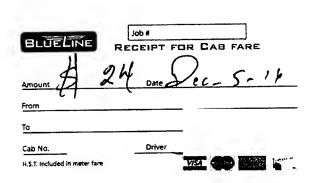
**Approver Name** 

Mario Raynolds

**Approval Date** 

07/1/2/2016

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# Relevé - Rapport sur les dépenses

## Nom du rapport de dépenses: To attend the Assembly of First Nations - 5 December 2016

Nom du voyageur:

Jonathan Wilkinson

NIV:

Préparé par:

Amanda Herault

**Module Politique:** 

M1: Dans la zone d'affectation -

sans nuitée

Motif du voyage:

Autre - Conférences

Autre objet du voyage:

Assembly of First Nations

Nom de la demande de

AFN Ottawa - 5 December 2016

voyage:

Date de début du

déplacement:

05/12/2016

Date de fin du

déplacement:

05/12/2016

État d'autorisation du

rapport de dépenses:

Autorisation requise

Emplacement principal:

**Emplacement** secondaire:

NAV en ligne:

AMC440315

Fiscal Year:

2016-2017

**Travel Outside Default** 

Division:

Code fournisseur:

Événement:

Commentaires:

## Rapport récapitulatif des dépenses

Résumé du rapport de dépenses

Total des dépenses attribuées : 24.00

Total des dépenses remboursables : 24.00

Montant total dû voyageur : 24.00

Dépenses remboursables

Type de dépenses	Date		Montant en devise étrangère	Montan	t de la taxe	Montant
11) Taxi	05/12/2016	51496 - 282203 - 0070 - PBJ2 - 2001 10600 - 0070 - 0000 8050		ON*TVH	2.57	21.43
From office to conference	•	Total o	des dépenses re	mboursables	(CAD)	24.00

## Récapitulatif codes de taxes

	Montant
TVH	total
10600 - 0070 - 0000 8050	2.57

#### Résumé des codes financiers

Codes financiers	Total HT Taxe	Total TTC Taxe
51496 - 282203 - 0070 - PBJ2 - 2001	21.43	24.00

# Historique d'autorisation

Date et heure Approbateur Éta	tat d´autorisation	Commentaire
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## **Signatures**

Je certifie que les montants faisant l'objet de cette réclamation constituent des dépenses entrainées par des voyages pour affaires officielles.

Nom du voyageur Jonathan Wilkinson

Date de soumission 07/12/2016

Soumis au nom du voyage	
Nom du délégué	Amanda Herault
Date de soumIssion	07/12/2016
Signature	
Nom de l'émetteur de la recommandation	Myriam Montreuil
Date recommandée	*
Signature	
Certifié conforme à l'article	34 de la Loi sur la gestion des finances publiques.
Nom de l'approbateur	Marlo Raynolds
Nom de l'approbateur  Date d'autorisation	Marlo Raynolds
Date d'autorisation  Signature	
Date d'autorisation	
Date d'autorisation  Signature  Nom de la personne responsable du	